Administrative and Supervisory Inspections

219.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and inmates and to observe inmate living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

219.2 POLICY

Tours and inspections shall be conducted by the Corrections Operations Captain and Corrections Support Services Captain regularly and supervisory staff throughout the correctional facility daily to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.

219.3 INSPECTIONS

The Corrections Operations Captain is responsible for ensuring that scheduled and unscheduled inspections, visits, and contacts are implemented for the main facility. The Corrections Support Services is responsible for the Options Building to minimally include:

(a) The general conditions and overall climate of the facility.

(b) The living and working conditions of inmates.

(c) Communication between administrators, managers, supervisors, staff, inmates, and the visiting public.

(d) Compliance with policies.

(e) Safety, security, and sanitation concerns.

(f) Inmate concerns.

(g) Meal services.

219.3.1 AREAS TO BE INSPECTED

Supervisor inspections should occur in all occupied areas of the facility on a daily basis, including weekends and holidays. Inspections should be conducted randomly and special effort should be given to tour and informally inspect the following areas:

- Inmate housing areas
- Booking and receiving areas, including holding cells
- Exercise yard and recreation areas
- Visiting and program areas

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- Medical and dental service areas
- Vocational work areas, e.g., the kitchen, janitorial closets
- Sallyports and transportation staging areas

219.4 INSPECTIONS OF SECURITY EQUIPMENT

The Chief Deputy of Corrections shall be responsible for designating a qualified person to conduct weekly inspections of all security devices, identifying those in need of repair or maintenance and providing a written report of the results of the inspection. The Chief Deputy of Corrections shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules (WAC 44-14-03005).

219.5 DOCUMENTATION AND REPORTING

Each staff member conducting the inspection or tour shall document the activity in the supervisor briefing report. Entries should include any significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should also be noted in the log.

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